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18 JAN 1963

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MEMORANDUM FOR: Executive Assistant to the Deputy Director (Support)

SUBJECT : Manpower Survey

REFERENCE : Memo dtd 16 Nov 62 to  fr EA-DD/S,  
same subject

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1. As suggested in your memorandum of 16 November 1962, same subject, the extracts quoted from the Manpower Survey are being taken into consideration in our Mail and Courier Survey. In addition the Survey Report of the Agency Courier Systems, made by the Records Administration Officer, has been made available to the Chief, Logistics Services Division. (The Manpower Survey advised that action on the Records Administration Officer Report be held in abeyance until the Chief of Administration Services was designated.)

2. The following action has been taken or is in process to carry out the conclusions reached by the Manpower Task Force:

a. Efforts are being made to determine ways of utilizing waiting time of couriers by having them assist in routine duties of the Building Supply office.

b. An inter-agency relay point has been set up at the R&S Building. At present this is being used regularly by the Army Map Service and occasionally by the FBI and others. An effort was made today by the Mail and Courier Branch to establish the Pentagon Mail Room as a relay point but was unsuccessful. Recent attempts to use the Matomic Building as an AEC relay point have also proven impracticable.

c. A notice is in the process of preparation to be used in educating personnel on the availability of scheduled runs. Other efforts are being made at the time of a special request to acquaint personnel on regular service.

d. The Mail and Courier Branch is making strenuous efforts to consolidate the filling of requests. The Mail and Courier Task Force will be used as a vehicle for exerting pressure to consolidate and control requests.

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e. The number of scheduled runs in the Headquarters building will be cut from eight to seven with the advent of the conveyor system operation.

f. Although it is too early to determine the eventual effect of the use of the pneumatic tube systems, one office recently eliminated its courier.

3. The two primary problems concerning the courier systems, the efficiency of service and the possibility of eliminating overlap and duplication are under study by the Mail and Courier Task Force. Preliminary results indicate that the courier systems are efficient and that delays are the result of other causes such as logging mail out of the Records Integration Division to other parts of the Agency. ( A commitment has been received to eliminate this within the next few weeks. In addition to saving time, four positions can be eliminated.) Preliminary investigations and facts indicate that security requirements of certain and special individual office systems will make it difficult to make any savings through consolidating courier systems. However, some individual runs are under consideration for absorption by the Mail and Courier Branch in its regular runs.

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Office of the Deputy Director  
(Support)

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